



**Large Agency Transition Kickoff – Meeting Minutes**  
**Monroe Conference Room C – 1<sup>st</sup> floor**  
**101 N. 14<sup>th</sup> Street**  
**June 9, 2004**  
**2:00 – 3:30 pm**

(Please note, the agenda for this meeting was abbreviated due to an emergency evacuation of the building. Follow-up information and alternative meeting plans will be sent to all attendees.)

**I. Opening Remarks**

Lem Stewart, the CIO of the Commonwealth, opened the meeting with a discussion of VITA's current status and future plans for cost savings and service improvements. He discussed the priority the Governor has placed on the success of realigning Information Technology in Virginia state government. Mr. Stewart outlined the methods by which cost savings and technology investment opportunities are being investigated and pursued by VITA, in partnership with the agencies participating in the VITA transition. These methods include public-private partnerships. He emphasized that the challenge and the opportunity for real change lie not in introducing technological changes, but in successfully managing the business environment and the culture.

Mr. Stewart's presentation is attached.

**II. Transition Overview – Integration Phase**

Chris Saneda, VITA's Director of Customer Services, provided an overview of the Integration phase of the transition process. He began by introducing the Enterprise Service Directors (ESDs) who will serve as primary contacts and facilitators for integration and transformation across the agencies and secretariats. These ESDs and the respective secretariats for which they are responsible are:

Dee Piscella	-	Administration; Finance
Shaunda Triggs	-	Commerce and Trade
Debbie Secor	-	Education; Technology
Fred Duball	-	Health and Human Resources
Linda Smithson	-	Natural Resources
Barry Condrey	-	Public Safety
Tom Bradshaw	-	Transportation

Chris emphasized that there were three primary reasons each of the ESD's were chosen for these positions:

- The knowledge and proven ability to get things done
- Background and experience in managing and improving business processes.
- Proven track records in working with customers.

This presentation is also provided in the attachment.

The meeting was terminated due to an emergency evacuation. Details and plans to address the remaining agenda items will be provided by COB on Friday, June 11, 2004.